

RESEARCH INCENTIVE PROGRAM ADMINISTERED BY THE RESEARCH & CREATIVITY COUNCIL

PURPOSE: The incentive funds administered by the Research and Creativity Council are intended to support faculty research, scholarly, and creative activities that lead to the preparation of a competitive proposal submitted to an external agency (e.g., state/federal agency, private foundation with the exception of foundation applications that would go through the College Foundation, or other sponsor). The ultimate goal of an award from the Incentive Program is to receive an external award to continue the research, scholarly, or creative activity and generate returned indirect to support costs associated with administering grants.

SUBMISSION INFORMATION: Applications are to be submitted to the Sponsored Programs Office, Buckham Hall, B206. All applications are confidential and will be reviewed by a subcommittee of the Research and Creativity Council. Applicants will be informed of the Council's decision four to six weeks after the deadline date. Any questions in reference to the incentive fund grant process should be directed to the Pre-Award and Contract Services Office at 716-878-3047. ***By submitting this proposal, applicant agrees to the requirements and obligations as specified in this guidance.***

RESPONSIBILITIES IF AN INCENTIVE AWARD IS RECEIVED: At the end of the award period, the recipient is required to submit a report documenting the use of the funds. You are then required to submit a grant proposal within the following year to an outside sponsoring agency through the Sponsored Programs Pre-Award and Contract Services Office. (Note: Submitting a proposal through the College Foundation does not meet this requirement.) Recipients are also obligated to participate in the Faculty and Staff Fall Forum that takes place in October.

APPLICATION GUIDELINES

Applications must include the following:

1. Completed cover sheet (Form A)
2. A narrative not to exceed ***five double-spaced pages*** (not including references) which must include:
 - a. Abstract: Provide a 3-4 sentence abstract that clearly identifies the overall goals of the project, methods/approach proposed to carry out the work, and potential contribution to advancing knowledge/new work of art in the discipline. If funded, this brief summary will be used in Sponsored Programs/Buffalo State publications, so please phrase it for the general public.
 - b. Project Description: Provide a 2-3 page description that clearly and succinctly explains the project goals, methods or approach to be used to conduct the project, anticipated outcome of the project (e.g., pilot study to gather data and demonstrate feasibility of the method, conduct necessary background activity(ies) to provide required documentation, or other activity), and other information to provide sufficient context for the proposed work.
 - c. Agency Identification: Provide the name(s) of the potential agency(ies) and where possible, the name of the potential program(s) to which a grant submission(s) will be made.
 - d. Relationship of Incentive Project to Identified Program: Provide a 1-2 page explanation of how your proposed project is aligned with the mission of the granting agency(ies) and program(s) identified and how your project activities and intended outcomes (described in 'b' above) address the key elements of the agency/funding program. Explain the reason(s) the Incentive Award would increase the chances that your submission would be competitive for funding. Identify the budget amount to be requested from the funding agency(ies).
 - e. If you have received a previous Research Incentive Grant, describe how the funds were used, including information about the grant proposal generated and the outcome (e.g., funded, declined, or resubmission planned).
3. Budget information (Form B). Expenditures that will be considered for support under this program include:
 - travel to consult with a funding source/program officer or to a workshop sponsored by a potential sponsor
 - student assistance
 - consultation with specialists in the field
 - preparation of specialized support materials for proposal, e.g., graphs, drawings, resource books
 - release time
 - any other expense that can be justified
4. Current curriculum vitae (maximum five pages)
5. Export Controls (Form C)

FORM A

APPLICATION FOR RESEARCH INCENTIVE FUNDS
Incomplete applications will not be reviewed.

Application No.: RI- _____
Date Received: _____

Applicant Name: _____ Department: _____
Campus Address: _____ Phone: _____ E-mail: _____

Applicant Name: _____ Department: _____
Campus Address: _____ Phone: _____ E-mail: _____

Applicant Name: _____ Department: _____
Campus Address: _____ Phone: _____ E-mail: _____

Title of Proposal: _____

Total Amount Requested from the Research and Creativity Council: _____

Start Date of Project: _____ End Date of Project: June 30, 2019
(no earlier than April 1, 2018)

SUBMISSION CHECKLIST:

1. _____ Application for Research Incentive Funds Cover Sheet (Form A)
2. _____ Narrative (five double space pages)
3. _____ Budget Information (Form B)
4. _____ Curriculum Vitae (maximum five pages)
5. _____ Export Controls (Form C)

SIGNATURES:

Applicant (s): _____

Department Chairperson: _____

Dean: _____

All **funded** incentive award applications are available to other faculty, staff and administration for reference.

FORM B

LINE ITEM BUDGET

<u>Budget Category</u>	<u>Amount</u>
A. Personnel (it's not the Council's intention to directly pay an individual for writing a proposal)	_____
B. Fringe Benefits – applicable to ALL personnel costs	_____
C. Travel	_____
D. Equipment (funds cannot be requested for the purchase of computers)	_____
E. Supplies	_____
F. Other	_____
TOTAL FUNDS REQUESTED	_____

Maximum funding available from the Research and Creativity Council is \$7,000 per proposal.

BUDGET NARRATIVE

- A. Personnel (it is not the Council's intention to directly pay an individual for writing a grant proposal).** List each position by title and name of person to fill position, if available. Indicate the percentage of time that will be devoted to the project and the salary rate. List the total cost for personnel salaries.

- B. Fringe Benefits.** You must apply fringe benefits to ALL personnel salary requests. Fringe benefits should be calculated using rates established by the Sponsored Programs Office. Current rates can be found at <http://sponsoredprograms.buffalostate.edu/fringe-benefit-indirect-cost-rates>. List for each person included in personnel section above and list total.

- C. Travel.** Itemize travel expenses (of project personnel) by purpose (e.g., meet with consultants, potential funding organizations, data collection, etc.). Show the basis of computation (e.g., two people meeting with grant specialist at \$ airfare, \$ lodging, \$ meals) and list total.

- D. Equipment (funds cannot be requested for the purchase of computers, laptops, etc.).** List non-expendable items that are to be purchased. Explain how the equipment is necessary for the success of the project. Expendable items should be listed in the supplies category and list total. Equipment is any item with a unit cost of \$5,000 or higher.

- E. Supplies.** List items by type (office supplies, postage, training materials, etc.). Show the basis for computation and list total.

- F. Other.** List items by type and the basis for computation. May include such items as photocopies, telephone, and list total.

FORM C

EXPORT CONTROLS

Will this project involve foreign travel? _____ Yes _____ No

If Yes, please specify: Country _____

If Yes, please download and complete the Export Controls Survey found at <http://sponsoredprograms.buffalostate.edu/export-controls-compliance> . Submit along with your Incentive Application.

Will you be taking **Scientific Equipment / Computers or Laptops / Software** _____ Yes _____ No

Please contact Donna Scuto (scutodl@buffalostate.edu) with any questions.

Research & Creativity Council
Proposal for Research Incentive Funds
Checklist and Evaluation Form
Incomplete applications will not be reviewed.

Application Cover Sheet

_____ Completed application cover sheet with appropriate signatures (Form A).

Narrative

_____ Narrative is double spaced and does not exceed five pages.

_____ Abstract

_____ Clear and concise explanation of the goals and purpose of the project.

_____ Identification of the agency or agencies to which a proposal will be submitted.

_____ Explanation of how the project fits the mission of the potential granting agency(ies) and program(s) identified.

_____ Justification of the total amount of funding that will be requested from the identified agency(ies)

_____ Explanation of how funds provided by the Research and Creativity Council will assist in the preparation of a competitive proposal.

_____ Explanation how previous Research Incentive Grant funds were used and the grant outcomes.

Budget

_____ Budget does not exceed \$7,000

_____ Line item budget (Form B)

_____ Budget narrative and justification of expenses (follow format of Form B) – attach additional pages as needed

Export Controls

_____ Complete Form C

Attachments

_____ Curriculum vitae (current, maximum five pages)

_____ Other supporting documents (if necessary)

Note: Funds cannot be requested for the purchase of computers, laptops, etc., or to pay an individual for writing a proposal.

- Applications should be submitted by 4:00 p.m. on the deadline date to the Sponsored Programs Office, Buckham Hall, B206.
- All applications are confidential and will be reviewed by a subcommittee of the Research and Creativity Council.
- Applicants will be informed of the Council’s decision four to six weeks after deadline date.
- If you have any questions, please call 716-878-3047.